

# Enrollment Services, College Programs and Activities

## ACADEMIC ADVISING

Students should meet with an academic advisor each term to review curriculum requirements, to discuss career and educational goals (including transfer) and to discuss problems that may interfere with academic success. It is the student's responsibility to meet all curriculum and College requirements.

Full-time students are assigned a faculty advisor, usually from the academic division that contains their academic program. Full-time faculty members maintain a regular schedule of office hours, which is posted on their office doors. It is the student's responsibility to make appointments with their advisor. Names of advisors for full-time students are on file in the academic departments, Academic Advising Center and the Office of the Registrar in Chambers Hall. Advisors may refer students to a counselor in the Department of Counseling and Career Services when appropriate.

Part-time students may meet with an advisor in the Academic Advising Center in Chambers Hall 109 on a drop-in basis.

For more information, please call 732.906.2596 or contact [advising@middlesexcc.edu](mailto:advising@middlesexcc.edu).

## ADMISSIONS COUNSELING

To learn more about the College, to obtain help in selecting a major, to learn more about specific courses of study, or to simply schedule a campus tour, students are invited to make an appointment with an admissions counselor in the Office of Admissions and Recruitment, Chambers Hall, 732.906.4243.

## ADMISSIONS GUIDELINES

Middlesex is a public college with an open admission policy. Applications are accepted to degree and certificate programs from anyone who holds a high school diploma or GED, and adults (18 years of age or older) who can demonstrate an ability to benefit from a college education. Some programs have specific entrance requirements and/or limited seating. SAT scores are optional. For questions or additional information, please call the Admissions Office at 732.906.4243.

The majority of programs begin in the Fall, Spring or Summer and can be completed by studying full- or part-time. Applications for most programs are reviewed on a rolling admission basis. The exceptions are those full-time programs beginning only in the Fall semester: Dental Hygiene, Medical Laboratory Technology, Nursing, Radiography Education, and Respiratory Care. These programs have application deadline dates. Automotive Technology starts every even Fall semester.

## ADMISSIONS POLICY

### 1. Policy

The College provides educational opportunities for all students who have a reasonable chance of benefiting from college level work and who have a reasonable chance of successfully participating in the educational program for which enrollment is sought.

### 2. Program Categories

The College recognizes the following categories of students as either part-time or full-time:

- Matriculated students enrolled in programs of study leading to a degree or certificate.
- Non-matriculated students taking credit courses for personal interest, career advancement, enrichment or transfer back to another institution.

- Non-credit students taking programs of varying lengths for which no credit is assigned, for purposes of personal enrichment, career advancement or professional education.

### 3. Admission Eligibility and Conditions for Credit Programs and Credit Courses

Except for admission to restricted programs listed in Section 6, admission to credit programs and courses is open to all individuals with a high school diploma or general equivalency diploma (GED) and individuals not possessing a high school diploma or GED who are at least 18 years of age and have not attended high school for at least one year. In addition, high school students meeting the criteria under Section 4 may apply for admission

### 4. Credit Programs for High School Students

High school students are permitted to enroll in credit courses for which they meet the prerequisites, with the written acknowledgment of a high school counselor or principal and permission of a parent or guardian. Below the junior year of high school, students may be considered for credit course admission based only on strong recommendations of high school officials and standardized achievement test scores at the 97th percentile or above and/or results of the college placement test.

### 5. Documentation Required

All applicants are required to complete and file, at the College's Admissions Office, the application form for admission prescribed by the College. The student should arrange to have high school/college authorities forward official transcripts in sealed envelopes to the Office of Admissions. The student must also provide a valid record of immunization.\*

*\*New Jersey law requires that as a condition of enrollment all degree seeking applicants present a valid record of immunization against measles, mumps and rubella. Individuals are exempt from this requirement only if they were born before 1957 or if they attended an elementary or secondary school in New Jersey. When all admission materials have been received, the College may request a personal interview.*

### 6. Selective Enrollment

Admission into certain programs is restricted or may be limited if the number of applicants exceeds the number that can be enrolled at a particular time. Accordingly, admission to the following specialized selective programs is subject to additional criteria: psychosocial rehabilitation, respiratory care, radiography, medical lab technology, nursing, dental hygiene, and automotive technology.

### 7. Conditional Admission

Applicants who have not satisfied State and local high school graduation or GED requirements, or who have been exempted from these requirements, shall be conditionally admitted subject to demonstration of reasonable chance of benefiting from college-level work based upon administration of a diagnostic assessment.

### 8. Part-Time Enrollment

A part-time student is one who takes fewer than 12 credit hours per semester.

### 9. Transfer Students

Applicants who have attended another college must submit official transcripts of all college and high school work to the Office of Admissions and Recruitment. Transfer credit, subject to the approval of the dean of the division, is generally defined as coursework required in the curriculum and equivalent in content and credit hours to courses offered by Middlesex County College. Only letter grades of "C" and above are accepted.

Students seeking transfer credit for courses taken at a foreign institution should submit official transcripts or official, notarized copies of transcripts to a third-party evaluation service. These transcripts must be translated into English by a certified translation service or agency before they are submitted.

The College grants transfer credit for certain noncollegiate educational programs in accordance with the recommendation of the American Council on Education contained in *“The National Guide”* or *“A Guide to Educational Programs in Noncollegiate Organizations.”* These credits are granted consistent with graduation requirements for college-level courses as determined by appropriate academic departments with the concurrent approvals of the chairperson and dean.

Transfer credit from another institution is listed on the transcript with a “T” grade. Courses completed at another institution will not be applicable for a grade point average recalculation.

**Course Time Limits** – Major courses are subject to review after five years and all other courses after 10 years. The review procedure also applies to the evaluation of transfer credits.

#### 10. Advanced Placement Credit

The College may grant credit for Advanced Placement Examinations (minimum grade of 3). The Advanced Placement Program, sponsored by the College Entrance Examination Board, offers students the opportunity to pursue college-level study while in secondary school and receive advanced placement and/or credit upon entering college.

#### 11. Placement Testing Requirements

MCC students are required to complete the College’s placement test. Performance on the test will determine eligibility for enrollment in credit courses.

See placement test exemptions on page 6.

ESL students do not take the college placement test until completion of the ESL sequence.

Visiting students with a specific course authorization from the primary institution will not be asked to complete the College’s placement test.

#### 12. International Students

Middlesex County College is authorized under federal law to enroll non-immigrant alien students. International applicants must follow degree programs as full-time students if they require a Certificate of Eligibility (Form I-20).

Students from other countries apply to Middlesex County College in the same way as all other students. In addition to admission requirements for other students, international students must submit documentary evidence of sufficient funds for college and living expenses in the United States. Applicants must complete the Declaration of Finance statement issued by the College. A sponsor must complete three copies of the Affidavit of Support form which is also supplied by the College.

International students are not eligible for federal study grants, nor is there any financial aid or scholarship program for international students.

Some international students with visas other than F-1 may be eligible for admission subject to approval by the director of admissions.

#### 13. Admission to Non-Credit Courses

Eligibility for admission to developmental non-credit courses is determined by performance on the college placement test.

Eligibility for admission to other non-credit courses is determined on a course-by-course basis as a function of course level, content, and requirements.

#### 14. Insurance Requirements

All full-time students shall maintain health insurance coverage which provides basic hospital benefits. This insurance coverage shall be maintained throughout the period of the student’s enrollment. Group basic health insurance coverage shall be automatically provided and billed as a mandatory charge to all full-time students. A full-time student may waive this coverage and associated charge upon presentation of satisfactory evidence of individual coverage through an alternate basic hospital benefit health insurance arrangement.

All students enrolled within a Health Technologies curriculum shall purchase and maintain a group malpractice policy throughout the period of enrollment. This insurance shall be automatically provided and billed as a mandatory charge to all students so enrolled. The malpractice insurance may not be waived or substituted without regard to such other coverage as the student may enjoy.

#### 15. Priority Admission for In-County Residents

For health technology programs, priority is given to Middlesex County residents. Upon meeting the enrollment needs of county residents, admission will be extended to residents outside Middlesex County.

### AUDIT

Most courses may be audited. Students may elect to change a course from credit to audit through the refund period, or the 10th day of the semester, **by submitting the change to the Office of the Registrar.** Students auditing a class are not obligated to complete examinations or other requirements, nor do they receive any grade or credit for the course. However, students must pay the same tuition whether auditing a course or taking it for credit. The course will appear on the official academic transcript with a grade of “X.”

### BLUE COLT BOOKSTORE

Located between the College Center and parking lot 1, the Blue Colt Bookstore is operated by the Middlesex County College Retail Services Corporation, a not-for-profit auxiliary organization of the College. In addition to providing all required textbooks and course materials, also available are uniforms, medical equipment, and art and engineering supplies. The Blue Colt Bookstore also offers postage stamps, greeting cards, clothing, gifts, snacks, paperbacks, as well as imprinted clothing and notebooks. Free gift wrapping is available for all in-store purchases. Services include Kodak picture machine, discounted Great Adventure tickets, College fitness center memberships, College rings, full color copying, faxing, engraving, laminating, as well as diploma lamination and frames. The Bookstore offers in-store used book buy-back four times a year and on-line buy-back year round. For more information, hours of operation or on-line purchasing, please go to the bookstore website at [www.bluecoltbookstore.com](http://www.bluecoltbookstore.com).

## CAMPUS CRUISER/WEB ADVISOR

CampusCruiser/WebAdvisor is the online portal available to all students, faculty and staff at Middlesex County College. CampusCruiser/WebAdvisor allows students to access both general and personalized College-related services from the internet. Services are available seven days a week, 24 hours a day except during scheduled maintenance. Some of the features of CampusCruiser/WebAdvisor include: weather-related closings, the emergency notification system, schedules, grades, transcripts and financial aid information. Students may also register for classes and pay tuition bills online. Other features are: e-mail, calendars, national and school news, sports, web pages, chat and message boards, course listings & descriptions and specific class information including syllabi, assignments, resources and links. Students must access their grades online through CampusCruiser/WebAdvisor. Grade reports are not mailed. Official grade reports/transcripts may be ordered at the Office of the Registrar. See Transcripts on page 9.

All official communication with students containing personal information will be conducted using the FERPA guidelines. Students will be responsible for checking their official college-provided CampusCruiser/WebAdvisor email regularly and maintaining the security of that address. *Anyone who needs more information about CampusCruiser/WebAdvisor please e-mail **Cruiser\_Help@portal.middlesexcc.edu** or call 732.906.2616 during business hours.*

## CAREER SERVICES

Assistance with full-time, part-time, or seasonal employment is available to students and alumni. Services include workshops for employment preparation, on-line job listings, career and interest assessment, resume referral and career counseling. The Career Resource Center in Edison Hall, room 100, provides electronic and print information on career choices, employment trends, job-search materials and specific vocational fields. *For additional information, call 732.906.2595 or visit [www.middlesexcc.edu/career](http://www.middlesexcc.edu/career).*

## CERTIFICATION OF ENROLLMENT

The National Student Clearinghouse is the authorized agent for providing Certification of Enrollment to outside agencies such as the Social Security Administration, credit card companies, insurance companies, lending institutions and prospective employers. Students who need to have their enrollment certified should log onto CampusCruiser to reach the National Student Clearinghouse self-service site to make a request. Students who are not currently enrolled and cannot access the site through CampusCruiser may contact the National Student Clearinghouse directly at: [www.studentclearinghouse.org](http://www.studentclearinghouse.org), e-mail: [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org). For current students, the Certification of Enrollment is available after the 10<sup>th</sup> day of each term. All verifications are official and do not require an institutional signature or seal.

## CHANGE OF MAJOR

Students may change their major if they meet the admissions requirements for the new major and space is available. Students who are currently seeking a degree or certificate or are in Open College must submit a Change of Major/Addition of Second Major form to the Office of the Registrar signed by the dean or department chairperson of the academic department/division which administers the new major or a staff member in the Department of Counseling and Career Services, EOF, MAPS, or the Academic Advising Center.

Students who want to change their major to Dental Hygiene, Medical Laboratory Technology, Nursing, Psychosocial Rehabilitation and Treatment, Radiography Education, Respiratory Care, Automotive Technology or Energy Utility Technology must file an Application for Admission with the Office of Admissions and Recruitment.

Non-Matriculated and English as a Second Language (ESL) students who wish to declare a degree or certificate program must also file an application with the Office of Admissions and Recruitment.

## CHILD CARE SERVICES

Child care is available on-campus in a modern child care center for the children of students, staff, and residents of the community. Professionals offer child care and preschool education during the day for children between 2-5 years of age. Evening care is available from 5:15-9 p.m. for children, ages 3-9, of college students only. Students enrolled in Middlesex County College education programs provide individualized attention to the children in the Center. *For information on Child Care Center services, call 732.906.2542.*

## COLLEGE CENTER

Students who want to relax in informal surroundings should go to the College Center. Here students can enjoy campus activities, buy lunch in the cafeteria, or just find a comfortable place to talk with friends, faculty, and staff. The following facilities are available within the College Center: an Automated Teller Machine (ATM), lounges, meeting rooms, and student organization offices.

## COLLEGE CENTER PROGRAMMING BOARD

Students who enjoy planning and presenting a variety of cultural, recreational, and social events should consider joining the College Center Programming Board. They can become a member of one of the five committees that make up this board. Throughout the year, these committees plan and present popular and classical concerts, film programs, art exhibits, forums for speakers, theater and museum trips, and social functions.

Students interested in becoming part of a student organization have approximately 75 chartered organizations from which to choose. Students can develop current interests, explore new areas, and meet new people.

## COOPERATIVE EDUCATION AND INTERNSHIPS

Cooperative Education integrates academic study and practical work experience. Students gain college credit along with career-related work experience. *For more information, stop by Career Services in Edison Hall, Room 100, or visit [www.middlesexcc.edu/career](http://www.middlesexcc.edu/career). Call 732.906.2595.*

## COUNSELING

The Department of Counseling and Career Services offers a full complement of professional counseling services designed to help students cope with academic demands, choose a career or major and cope with personal problems. Because counselors believe that each individual problem merits privacy and confidentiality, professional counseling ethics are practiced throughout the department. The office is located in Edison Hall, Room 100. *Call 732.906.2546.*

## COURSE LOAD

Enrollment for fewer than 12 credits or credit equivalents is considered part-time and enrollment for 12 or more credits or credit equivalents is full-time.

Students who want to enroll in more than 20 degree credits (or their equivalent) in any semester must have the written permission of the Academic Advising Center, located in Chambers Hall.

## DEMOCRACY HOUSE

Democracy House is Middlesex's Center for Civic Engagement and it runs a number of programs, including the Community Scholars Corps and the Bonner Leaders Program. Diverse groups of students are united and work together to address the unmet needs of the local community by tutoring homeless children, feeding the hungry, restoring local rivers, completing community based research projects for local nonprofits, organizing local youth to identify and complete their own neighborhood improvement projects—and much more. Most students receive an hourly stipend and a college scholarship for their commitment and desire to learn and serve their community. *For more information call 732.548.6000, ext. 3262 or visit Democracy House in Raritan Hall (003).*

## DENTAL HYGIENE CLINIC

The Dr. Sidney Danzis Dental Hygiene Clinic, located on the main floor of L'Hommedieu Hall, offers the following dental services to the College and the surrounding community: oral cancer screening, dental scaling and polishing, dental exam, x-rays, fluoride treatments, sealants and instruction in maintaining good oral health. A nominal fee is charged. *For an appointment, call 732.906.2536.*

## EDUCATIONAL OPPORTUNITY FUND

The Educational Opportunity Fund (EOF) program is an academic program that provides individual and group counseling services, academic support, and financial aid to educationally and economically disadvantaged students who might not otherwise attend college. Students must complete a Free Application for Federal Student Aid form (FAFSA) and an Educational Opportunity Fund program application. *For information about admission to the program, contact the EOF Office in South I. Call 732.906.2544.*

## ENGLISH AS A SECOND LANGUAGE

Those whose native language is not English can study and prepare for college courses or gain needed language skills for the current job market in the ESL program. The college will test language skills and place students in a program of study to meet their specific needs. *TOEFL is not needed. For more information, call the ESL/Languages and Culture Department at 732.906.2597.*

## GRADE REPORTS

Students must access grades online through CampusCruiser/WebAdvisor. Students may request a paper copy to be mailed or may order an official transcript in person at the Office of the Registrar, online or through CampusCruiser/WebAdvisor, or they may download the Transcript Request Form to mail to the office for processing.

## HIGH SCHOOL SCHOLARS PROGRAM

High school students may take college courses for credit if they have completed the prerequisites that the courses require. To register for a course, all students must complete the "High School Scholars" application (available online), have the recommendation of their school guidance counselor, and parental permission.

Students may attend classes on the Middlesex County College campus, at the New Brunswick or Perth Amboy Centers, or at any of the off-campus locations. Where there is sufficient interest, by arrangement with the school district, courses may be offered on the school premises during the regular school day.

During the Fall and Spring semesters, students pay only \$100.00 (plus fees where applicable) and are limited to one course per semester. Students choosing to take summer courses pay the regular tuition and fees. *For more information, call 732.906.2554.*

## HONOR SOCIETIES

Middlesex has five honor societies for students who excel in the classroom. Phi Theta Kappa, the national honor society that recognizes the academic achievements of community college students, provides leadership training and a free exchange of ideas in an intellectually stimulating atmosphere. Students will be invited to join if they earn a 3.5 semester and overall GPA based on a minimum of 12 credits, pledge an interest in developing leadership skills, and are willing to perform community service. Alpha Mu Gamma is the national collegiate foreign language honor society. The Iota Tau Chapter welcomes students who maintain a 4.0 GPA in upper level language courses along with an overall 3.0 GPA. Psi Beta, the national psychology honor society for community colleges, recognizes and encourages scholarship and stimulates interest in psychology. Students are eligible for membership if they have completed at least one psychology course with a grade of "B" or better and have an overall GPA of at least 3.25.

The Chi Alpha Epsilon National Honor Society, Inc. recognizes students who have completed three or more credits of developmental courses in an academic area and exhibited high academic achievement. In order to be inducted into the Gamma Gamma Chapter, full-time students must have a 3.00 grade point average for two consecutive semesters; part-time students taking 9-11 credits must have a 3.00 for three consecutive semesters and those taking 6-8 credits, a 3.00 for four consecutive semesters.

Lambda Epsilon Chi is the honor society for the Paralegal program and recognizes excellence in that field.

## HONORS PROGRAM

The Honors Program offers curricula that are innovative, interdisciplinary and appropriate for advanced learners, with an emphasis on stimulating and participatory coursework, experiential and service learning activities, and the effective use of primary sources for research. Class sizes are small.

Honors students will develop advanced communication, reasoning, problem solving, and critical thinking skills, and they will experience in-depth study and development of their research skills.

Honors students will be recognized for their achievement, which will give them a better chance of transferring into the four-year college or university of their choice. *For more information on the program, please e-mail Honors\_Program@middlesexcc.edu.*

## IMMUNIZATION

Middlesex requires all students taking 12 credits or more to provide immunization records.

Additional immunization records are required of students in the Health Technology programs and the Dietetic Technology program. For more information, visit the Office of Health and Safety in South II or call 732.906.2530.

## INDEPENDENT STUDY PROGRAM

Highly motivated self-directed learners who want to determine their own pace of instruction should consider the College's Independent Study courses in English composition and American literature. The Independent Study Program provides a flexible approach toward college instruction. Course components include a textbook, study guide and other support material. An instructor is available during regularly scheduled consultation hours for in-person or telephone communication. Students e-mail assignments to the instructor. They must take all exams on campus.

## INTERCOLLEGIATE SPORTS

Middlesex is a member of Region XIX of the National Junior College Athletic Association. Competing teams come from New Jersey, Pennsylvania, and Delaware. Middlesex is also a charter member of the Garden State Athletic Conference, which oversees athletic competition among New Jersey's community colleges. *Students who want more information or wish to participate should contact the Director of Athletics at 732.906.2558 after enrolling at Middlesex.* Women's intercollegiate sports include basketball, cross country, golf, indoor and outdoor track and field, soccer, and softball. Men's intercollegiate sports include baseball, basketball, cross country, golf, indoor and outdoor track and field, soccer, and wrestling.

## INTERNATIONAL STUDENT ADVISOR

The College has an advisor to assist international students. *Call Counseling and Career Services at 732.906.2546.*

## LEAVE OF ABSENCE

New Jersey STARS and students in selective programs may apply for up to one year leave of absence from the College by completing a form that is available in the Department of Counseling and Career Services. The leave allows them to return to the College within a year without applying for readmission and without a change in requirements for a degree or certificate program. Failure to obtain a Leave of Absence means that they must apply for readmission to return.

## LIBRARY & MEDIA RESOURCE CENTER

The Middlesex County College Library is here to help students succeed. The reference librarians offer individual instruction in locating and evaluating appropriate materials for research projects or other information needs. The College Library subscribes to more than 40 online databases which are available 24/7 from on and off campus. Included are full text articles from magazines, newspapers and journals, e-books, online audiobooks and streaming video. In addition to materials and resources available at the College Library, items can be obtained through an international interlibrary loan network (OCLC) and from more than 20 local libraries through the Library's online catalog (iBistro). Wireless access, in-house laptop loans, over 40 computers with internet and Microsoft Office and free printing are also available in the Library.

Students can expand their research and learning activities by a visit to the Media Resource Center in the Instructional Resources Center, where they will find the Open Computer Lab, the Multimedia Lab, and other materials and services.

## MINORITY STUDENT AFFAIRS

A number of special programs and services are designed especially to improve the success of minority students on campus. They are provided with a support system to help reach their goals, whether they are to enter the workplace or transfer to a four-year college or university. The Peer Mentor Program matches a first-year student with an outstanding second-year minority student. Contact the Minority Student Affairs Office. *Call 732.906.2532.*

## NJ STARS

NJ STARS is a state-sponsored program that covers community college tuition and fees for those students who graduate from high school in the top of their class. Students can complete the freshman and sophomore years of college with no tuition costs, and, after graduating, transfer to a bachelor's degree program for the final two years. If they qualify, they may receive a STARS II scholarship for use at a four-year public college or university in New Jersey. *Call Admissions at 732.906.4243 for details.*

## OFFICE OF SCHOOL RELATIONS

The Office of School Relations is the college liaison to the K-12 school districts. Working with the K-12 sector, Middlesex County College provides professional development workshops for teachers and academic and career development programs for students. The professional development includes customized in-district workshops to meet the specific needs of local school districts, on-campus workshops integrating the NJ Core Curriculum Content Standards, and summer institutes focused on math, science and technology. Middlesex is registered with the NJ Department of Education as a professional development provider (#42). Through School Relations, both a 'Substitute Teacher Training Seminar' and a 'Substitute School Nurse Seminar' are offered to meet the districts' staffing needs. New Pathways to Teaching in New Jersey, an alternate route to teaching in the K-12 sector, is available through the Office of School Relations. A Praxis Review course is available for the elementary school Praxis exam.

For middle and high school students, School Relations offers career exploration and academic enrichment programs such as the Middlesex County Teen Arts Festival, the High School Scholars program, and GATEway, a summer program for academically gifted students who have completed seventh, eighth, or ninth grade. *For information on any of the programs, call 732.906.2554 or check the college website under "K-12 Connection."*

## OPEN COLLEGE PROGRAM

The Open College Program gives students the opportunity to enroll full time without selecting a major. Open College is for students who are unsure of educational goals, or wish to explore before choosing a major. Students in this program are required to enroll in writing each term until English Composition II is successfully completed. Open College students do not qualify for financial aid so students need to declare a major before applying for financial aid. *For more information, please call 732.906.2596.*

## PEER GUIDANCE ORGANIZATION

“For Students by Students” is the philosophy of the Peer Guidance Organization (PGO). Students are available to listen and assist their peers with personal, social and academic problems. They are trained by counselors in the Department of Counseling and Career Services and make referrals to the department as well as to others on campus. *For more information, call or drop by the Department of Counseling and Career Services, Edison Hall Room 100, 732.906.2546.*

## PHYSICAL EDUCATION CENTER

At the Physical Education Center, students can get in shape and stay in shape on any of the collegiate-size basketball courts, on the racquetball courts, in the weight room, at the swimming and diving complex, or in the dance studio. The air-conditioned weight room is complete with closed-circuit television, state-of-the-art treadmills, computerized exercise bikes, and steppers. In addition, students using free weights have available to them dumbbells, barbells, and a Smith machine.

Registered students who pay the student service fee may use the swimming pool, gymnasium and outdoor track, as scheduling permits, and join the Fitness Club. Fitness Club memberships are also available to staff and graduates of Middlesex. Membership entitles students to free use of all the facilities except the racquetball courts, which require an hourly usage fee. *To receive a complete schedule, contact the Physical Education Center at 732.906.2558.*

## PROJECT CONNECTIONS

Project Connections, the comprehensive program for highly motivated, college-able students with specific learning disabilities, provides support services to students through comprehensive psycho-educational support.

Both academic and counseling services are available to assist students in meeting with success in completing their college program. Admission is selective and a supplemental application is required. *To request an application, please call 732.906.2507.*

## READMISSION

Students who have not been enrolled at the college for 12 months must apply for readmission before re-enrolling. They will be subject to the degree or certificate requirements in effect at the time of readmission.

## REGISTRATION

### Current Students Who Have Been Admitted to a Degree or Certificate Program

Current students who are eligible may register online through CampusCruiser/WebAdvisor during the designated registration period for the upcoming term. Students are encouraged to meet with a faculty advisor prior to registering. The advisor assists with course selection and approves the schedule.

### New Students Who Have Been Admitted to a Degree or Certificate Program

New students, once they are admitted to the college and have taken the placement test, must meet with an academic advisor. Faculty advisors assist them at the time of enrollment by answering questions about the College and helping choose appropriate classes.

### New and Current Non-Matriculated Part-Time Students

Current part-time students and those currently enrolled who have not been admitted to a degree or certificate program (non-matriculated) are encouraged to register online through CampusCruiser/WebAdvisor. New part-time and non-matriculated students may register by mail or in person during the designated registration period for the upcoming term. All new students are sent a CampusCruiser/WebAdvisor log-in ID and password after they have been admitted which will provide them with access to web registration in subsequent semesters. Class schedules are available on the College website: [www.middlesexcc.edu](http://www.middlesexcc.edu).

### First Week of a Fall or Spring Semester or First Day of Summer or Wintersession

Students are allowed to register for courses during the first week of a Fall or Spring semester or the first day of a summer or wintersession class without a signature provided that the class is still open. If the course is closed, then the student must obtain the signature of the department chair or the dean if the chair is not available. It is the student's responsibility to contact his or her professor as soon as possible to make up the work that was missed in the course.

## RESERVE OFFICERS TRAINING CORPS (ROTC)

Middlesex County College and Rutgers University have an agreement permitting students at Middlesex to cross-enroll in the Army Reserve Officers Training Program at Rutgers without a military commitment. Scholarships of various award levels and lengths are available. Additionally, NJ Army National Guard members can attend college under the NJARNG tuition-free waiver program. The Army ROTC program provides students the opportunity to study and train for careers in the U.S. Army, Army National Guard, and the Army Reserve. Students who successfully complete the program are commissioned as second lieutenants, and, depending on their career choices, can serve full-time on active duty, or part-time, one weekend a month. *For more information, call 732.932.7313, ext. 11 or e-mail [apgarb@rci.rutgers.edu](mailto:apgarb@rci.rutgers.edu).*

*For more information, visit <http://armyrotc.com/edu/rutgers>*

## SEMESTERS AND SESSIONS

### Fall and Spring

Courses offered during the Fall and Spring semesters are taught over a 14-week period. These courses are offered on the main campus in Edison, at the New Brunswick Center, the Perth Amboy Center and numerous high schools within Middlesex County.

### Fall II and Spring II

Within each of the regular 14-week semesters is a concentrated session with a limited schedule of course offerings that begins several weeks after the start of the semester. These courses are offered at off-campus locations, as well as the main campus in Edison.

### Summer

During the summer, the College offers four-week, seven-week and 14-week sessions.

### Wintersession

In December, the college offers a concentrated session. A limited schedule of classes runs five mornings, afternoons or evenings per week. This mini-semester allows students to earn credits without increasing their regular semester course load, to fulfill a prerequisite for a course they wish to take in the spring or to repeat a fall course to improve their grade.

## SPANISH / ENGLISH COUNSELING CONSEJERIA BILINGUE

Se ofrece ayuda especial a los miembros de la comunidad hispana y estudiantes con dificultades con el idioma inglés. Se ofrece consejería bilingüe en inglés y español, en áreas de problemas personales, vocacionales, adaptación en esta sociedad y desarrollo personal. *Para hacer una cita llame al teléfono: 732.906.2546. También usted Puede pasar por nuestra oficina en Edison Hall, Room 100.*

## STUDENTS WITH DISABILITIES

Students requiring assistance are strongly encouraged to contact the Counselor for Students with Disabilities (*Edison Hall, Room 100, 732.906.2546 or TTY 732.906.2547*) early in the application process so that the College may respond to their needs in a timely and effective way. Students may request a copy of the Special Services brochure and policies and procedures for additional information.

## STUDY-ABROAD PROGRAM

During the summer, the Center for International Education offers five Study-Abroad Programs in England, Chile and Quebec.

Students can travel, learn, expand their cultural horizons, meet different people, learn more about themselves, earn college credits, and immerse themselves in cultural traditions of another country. The College's study and travel programs offer an invaluable opportunity for college students, above-average high school students, educators, alumni and retirees to learn more about the social, cultural, historical and educational life of people in other countries.

Most programs include: Round trip airfare from NY/Newark to any of the program sites, room and board, tuition for up to six college credits, activities consisting of sightseeing, performances, lectures, tours to nearby cities, etc. *For information regarding costs and detailed itineraries, please contact the Center for International Education (Center III) at 732.906.2529.*

## TRANSFER SERVICES

Students interested in transfer after Middlesex County College can receive assistance with educational planning and choosing transferable courses appropriate to the four-year college and degree of their choice. The latest catalogs, reference books, scholarship guides, on-line sites, and other specialized information are available at the Transfer Services Center in Edison Hall, Room 100. Call 732.906.2546.

## TUTORING CENTERS

The Peer Tutoring Center, located in the Johnson Learning Center, provides academic assistance to all registered MCC students in a variety of courses (excluding English, reading, writing, and ESL). Tutoring is offered on a drop-in basis. The service is free of charge, and is provided on a daily basis including some evening and weekend hours (depending on the semester or term). *For more information, call 732.906.2631, or visit <http://www.middlesexcc.edu/tutoring>.* Assistance in reading and writing is available in East Hall. *For more information, call 732.548.6000, ext. 3086.* Assistance in ESL is available through the ESL Department. *For more information, call 732.548.6000, ext. 3218.* Additional assistance in developmental mathematics (Basic Mathematics, Algebra I and Algebra II) is available through the Math Tutoring Lab in Main Hall 142. *For more information, call 732.548.6000, ext. 3807.*

## VETERANS AND MILITARY APPLICANTS

The New Jersey Department of Military and Veterans Affairs, State Approving Agency under Title 38, U.S. Code, Section 1775, for veteran training, approves all degree and certificate programs. Those applicants wishing to obtain governmental educational benefits or any additional information should contact the Office of the Registrar.

Individuals have 10 years from their date of separation from active duty to use their entitlement. Veterans who began active duty between January 1977 and June 30, 1985, may be eligible for veterans benefits if they contributed to the Veterans Education Assistance Program (Chapter 32).

Veterans who began active duty after June 30, 1985 may be eligible for veterans benefits if they participated in the Montgomery G.I. Bill (Chapter 30) or the Active Duty Educational Assistance Program of the Selected Reserve and National Guard (Chapter 1606).

Reservist and National Guard members who were activated for at least 90 days after September 11, 2001 may be eligible for benefits under the Reserve Educational Assistance Program (Chapter 1607).

Veterans benefit recipients must apply for admission to a degree or certificate program. Open College-Developmental Plans of Study have been approved by the New Jersey Department of Higher Education, State Approving Agency.

To maintain benefits, veterans must comply with the Standards of Progress established by the College in cooperation with the State Approving Agency. These Standards include degree requirements, standards and regulations and the College's Code of Student Conduct. Failure to observe these regulations will jeopardize the receipt of benefits. Additional information may be found in the Pathfinder and the schedule bulletins.

The Office of the Registrar certifies the enrollment status of all students who apply for veteran's benefits. Middlesex County College is included in the Education Directory, Part 3: Higher Education.

## WITHDRAWAL FROM A COURSE

Students who decide to withdraw from a Fall or Spring course must do so officially.

### ■ Prior to the first day of class:

Students may drop a course online through CampusCruiser/ WebAdvisor or by completing an ADD/DROP Change Form and submitting it to the Office of the Registrar. Dropping a course at this time has no effect on the Grade Point Average, and the course is not recorded on the permanent academic record.

### ■ First 10 days from the first day of a Fall or Spring semester:

Students may drop a course in person by using an ADD/DROP Change Form. Withdrawing from a course at this time has no effect on the Grade Point Average, and the course is not recorded on the permanent academic record. For developmental course withdrawal, a signature is required from either the curriculum chair, the dean of the student's division, an academic advisor in the Advising Center or a faculty advisor. All forms must be submitted to the Office of the Registrar.

### ■ Eleventh day through the end of the withdrawal period:

Students may drop a course in person by using an ADD/DROP Change Form. A grade of "W" will appear on their permanent academic record. For developmental course withdrawal, a signature is required from either the curriculum chair, the dean of the student's division, an academic advisor in the Advising Center or a faculty advisor. All forms must be submitted to the Office of the Registrar. The dropped course will be designated as having been taken one time according to the Repeated Course requirement.

### ■ After the withdrawal period ends:

A student may appeal to the dean of his or her academic division should withdrawal be necessitated for reasons of health or circumstances beyond the student's control.

### ■ For all withdrawals:

- Students should retain the copy of the withdrawal form given them by the registrar until final grades are assigned.
- Withdrawal from a developmental course may limit the courses for which you may register next semester.
- Students withdrawing from Fall II or Spring II, Wintersession or Summer Session, should refer to the Academic Calendar on the college's website for deadline dates.
- The withdrawal period ends 10 business days after midterm grades are available. The exact date will be posted each semester throughout the campus.
- International Students who are on F-1 visa/status must meet with an international student counselor before they can withdraw from a class or from the College.

## WITHDRAWAL FROM THE COLLEGE

Full-time students who need to withdraw from all courses must go to the Department of Counseling and Career Services in Edison Hall, Room 100, to complete the proper withdrawal form and confer with one of the counselors. All degree and certificate students who withdraw completely and who intend to return to the College are advised to apply for a leave of absence. For more information about the Leave of Absence Policy and Readmission, refer to pages 31 & 32.

Students who officially withdraw from the College after the 10th day of the semester but before 10 business days after midterm grades are available will receive the grade "W" in all courses. Should withdrawal be necessitated for reasons of health, or circumstances beyond the student's control, the student may appeal to the Tuition Appeals Committee.

International Students who are on F-1 visa/status must meet with an international student counselor before they can withdraw from the College.

Financial Aid students who withdraw from all of their courses prior to the end of the enrollment period will have their aid awards adjusted according to the Refund/Repayment Policy. See page 21.

## WORKFORCE DEVELOPMENT PROGRAM

Assistance for students sponsored by NJ Employment Services begins at the local One-Stop Career Center office. (To find a Center, check [www.wnjpin.net](http://www.wnjpin.net) or [http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin\\_index.html](http://lwd.dol.state.nj.us/labor/wnjpin/wnjpin_index.html)).